

Addiction Treatment Facility (ATF)
Department of Psychiatry and Drug De-Addiction . LHMC

Date: -13 April 2022

WALK-IN INTERVIEW

Applications are invited for the following positions at Addiction Treatment Facility (ATF), at Department of Psychiatry, Lady Hardinge Medical College and Associate Hospitals under the National Action Plan for Drug Demand Reduction (NAPDDR) with support from Ministry of Social Justice and empowerment (MoSJE), Govt. of India and nationally coordinated by NDDTC, AIIMS Delhi on purely contractual basis.

A walk-in interview will be conducted, and suitable candidate will be engaged on purely temporary basis as per the following requirement.

Sl. No	Name of Position	No. Of Post	Qualifications	Salary(in INR)
1.	Counsellor	02	<ul style="list-style-type: none">• Masters in Psychology• The candidates having MPhil (Clinical Psychology), RCI registered will be preferred.	Rs. 40,000/ month, consolidated.
2.	Data Manager	01	<ul style="list-style-type: none">• Bachelor's degree• One-year Diploma in Computer Applications• At least 2 years of relevant working experience in managing databases and worksheet.	Rs. 25,000/ month, consolidated

- **Note : the candidate must acquire essential qualification as on the date of walk-in interview.**

Roles and Responsibilities of staff under ATF:

. Counsellor:

- Assisting the medical officer in assessment and diagnosis of patients.
- Providing initial counselling and Motivation Enhancement to the patients.
- Ensuring follow-up with patients.
- Ensuring regular one-to-one psychosocial sessions as well as group sessions with patients and family members.
- Undertake field visits, if required providing referral services to the patients - including referral for other health conditions, other social needs, as well as referral to the higher centre for management of complex cases of substance use disorders.
- Liaise with other departments of the hospital to enhance referrals to the ATF.
- Conducting awareness activities in the community (to enhance help-seeking.)
- Establishing linkages with the NGOs working in the community (to enhance help seeking).
- Any other duty assigned by the Nodal Officer.

Data Manager:

- Registering new and follow-up patients.
- Making clinical file for all new patients.
- Ensuring that records are maintained as prescribed under the scheme.
- Preparing monthly reports under supervision of other staff of ATF.
- Assisting in maintaining stock records with nursing staff.
- Assisting in account maintenance under the guidance of the ATF staff as well as account personnel of the hospital.
- Any other duty assigned by the Nodal Officer.

TERMS AND CONDITIONS: -

1. No TA/DA will be paid for attending the interview.
2. Mere fulfilment of the essential qualification/ experience does not form a basis for suitability or selection. The decision of the selection committee regarding suitability of candidates will be final and no representation will be entertained in this regards. Selection committee reserves all rights to change the selection procedure, rules & cancellation of rules.
3. Application not submitted in prescribed format and without supportive documents shall be summarily rejected.
4. Qualification and experience should be in a relevant discipline/ field and should be from a reputed institution/ organization recognized by relevant authority.
5. Submission of incorrect or false information during the process of walk in interview / or skill assessment shall disqualify the candidature at any stage.
6. Canvassing and bringing inside or outside influence in any form for short listing and employment will be treated as a disqualification and the candidate will be debarred from selection process.
7. The engagement proposed is purely on contract basis. No benefits of provident fund leave, travel concession, medical claim etc. will be considered, since the posts are purely on contractual basis. The engagement may be renewed after every specific period of time, subject to budget grant from the funding agency, satisfactory performance and programme requirement. There must be no claim from the successful candidate for extension, continuance and regularization of their services at any point of time.
8. A walk-in interview will be held on 25 April 2022. Registration and verification of documents will be done from 9:00am to 10:30am, at Office, Department of Psychiatry, Lady Hardinge Medical College(LHMC), New Delhi. Following this final interview of candidates will be held from 11:30 am at Vice-Principal Office, LHMC, New Delhi.
9. Candidate who will report after the schedule date and time will not be allowed to appear in the interview.
10. Candidates appearing for walk-in-interview must bring following documents.
 - (1) Educational qualification
 - (2) Proof of date of birth
 - (3) Experience certificates
 - (4) One recent passport size photograph
 - (5) ID proof (like Aadhar/PAN card /Voter ID /DL etc.)
 - (6) One set of self-attested photocopies of all documents.
 - (7) Candidate should produce all certifications in original for verification at the time of walk-in interview.
11. Names of selected candidates after the final interview will be updated in the institutional website. The selected candidates have to report within 10 days of publication of result, failing to which next suitable candidate will be given the chance.
12. Selection will be given as per rules and regulation of the competent authority. Any addendum/corrigendum in respect of above vacancies, notice shall be issued on Institutional website of <http://lhmc-hosp.gov.in> only, no separate notification shall be issued in the press.
13. The competent authority will review the work of selected candidate on periodic basis. If the review is unsatisfactory, the competent authority reserves the right to terminate the services of candidate without any prior notice.
14. For updates all the candidates are advised to visit LHMC official website <http://lhmc-hosp.gov.in>

APPLICATION FORMAT

Addiction Treatment Facility (ATF) LHMC
supported by Ministry of Social Justice and empowerment, Govt. of India

1. Advertisement Ref. No. _____
2. Post Applied for _____
3. Name (in block letters) _____
4. Date of Birth _____
5. Gender _____
6. Father's/Spouse's Name _____
7. Mothers Name _____
8. Permanent Address _____

9. Correspondence Address _____

10. Mobile No _____
11. Email address : _____
12. Educational Qualification (Self Attested , photocopies to be attached)



Qualification	Year	Board/ University	% of Marks obtained	Remarks
High School				
Secondary School				
Essential Qualification (As per advertisement)				
Others (pls. mention)				

13. Experience (Self Attested, photocopies to be attached)

Post	Organization	From (date)	To (date)	Duration (in months)	Salary

14. Any other details:

I hereby solemnly declare and affirm that all statements made in this application are true complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect my candidature is liable to be cancelled/terminated besides taking any other action deemed fit in this regard. I will have no claim for absorption after terminate/completion of contract period of tenure. I shall abide by term and conditions as prescribed

Signature of Candidate